

**IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ALABAMA**

**PLAN FOR THE CREATION AND ADMINISTRATION  
OF A SPECIAL ATTORNEY ADMISSIONS FUND**

The following plan has been adopted by the United States District Court for the Southern District of Alabama for the administration and operation of non-appropriated funds of which it is the custodian. The guidelines governing this fund are in accordance with those guidelines for the expenditure of non-appropriated funds which were approved by the Judicial Conference in September, 1981 and which are now contained in Volume I-B, Chapter IX, Part 1102 (B) (2) of the Guide to Judiciary Policies and Procedures.

**I. CUSTODIAN**

The custodian of non-appropriated funds shall be the Clerk, who shall perform his duties under the supervision of the Chief Judge. He shall ensure that all funds are properly received, safeguarded, deposited, maintained separately from appropriated funds, disbursed and accounted for. He shall establish an accounting system for all funds and shall maintain the funds in bank accounts and/or investments approved by the Chief Judge.

**II. RECEIPT AND DEPOSIT OF NON-APPROPRIATED FUNDS**

The special attorney admission fees shall be received by the Clerk and shall initially be deposited into CAN 100 of the District Court's Deposit Fund. All non-appropriated attorney admission fees for the preceding month shall be withdrawn from the Deposit Fund by the 10th working day

of each month for deposit by the Clerk as custodian into an interest-bearing checking account maintained at a federally insured bank or savings institution.

### **III. DISBURSEMENT OF FUNDS**

Disbursements from the special attorney admission fund shall be made only by Order of the Court in such amount as approved by the Chief Judge or his designee. After consulting with the other Judges of the Court, the Chief Judge may set an approximate maximum annual amount to be expended from the Fund. All checks for disbursements of these funds shall be signed by the Chief Judge and countersigned by the Clerk as custodian. In the absence of the Clerk or the Chief Judge, disbursements shall be made on joint signatures of signatories as designated by the Chief Judge.

### **IV. FISCAL ACCOUNTING OF FUNDS**

It shall be the responsibility of the custodian to establish acceptable procedures for the proper accounting of these non-appropriated funds similar to those required by the Administrative Office for the management and accounting of appropriated funds and to supervise the activity of said accounting procedures to ensure that the non-appropriated funds are being properly handled and that the accounting records are being properly maintained.

The custodian shall render an accounting to the Court at least annually, within two months after the end of the fiscal year, signed by him and certifying that it accurately reflects the financial condition of the non-appropriated funds. Copies of the accounting statement shall be furnished to all Judges of the Court.

The Special Attorney Admissions Fund shall be subject to periodic audits as required by the

Administrative Office of the United States Courts. The Chief Judge, on his own authority and in order to ensure the integrity of the Fund, may also require periodic audits to be conducted by impartial public accounting firms or other impartial individuals.

#### **V. USE OF SPECIAL ATTORNEY ADMISSION FEE FUNDS**

The court policy, as recommended by the Judicial Conference of the United States, is that attorney admission fees shall be used for the benefit of bench and bar in the administration of justice and shall not be used to supplement appropriated funds, to supplement the salary of any court officer or employee, or to pay for materials or supplies currently available from statutory appropriations.

Examples of proposed expenditures that may be made from attorney admissions fee funds when appropriated funds are not currently available include but are not limited to the following:

- A. Reasonable expenses in support of attorney admission proceedings.
- B. Reasonable expenses incurred during the conduct of attorney disciplinary proceedings.
- C. Periodicals, law books, treatises and other publications for the Court's library for which appropriated funds are not otherwise available.
- D. Purchase of computer equipment, software and related equipment where use of the equipment will contribute to the operations of the court in a manner that will benefit the bar as well as the bench in the administration of justice.
- E. Purchase of art work and decorative items for common areas of the courthouse that cannot be purchased with appropriated funds.
- F. Anatomical charts, chart stands and other courtroom related equipment to assist counsel during the conduct of courtroom proceedings.
- G. Establishment of lawyers' lounge facilities where space and/or funds permit, to include the purchase of local dial telephone equipment.

- H. Development, presentation and purchase of equipment and supplies for Continuing Legal Education (CLE) and other professional development programs for members of the Bar and their support staffs that cannot be purchased with appropriated funds.
- I.. Law Day program expenses.
- J. Portraits of judicial officers.
- K. Expenditures for comfort and convenience of jurors for items that cannot be purchased with appropriated funds.

**IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ALABAMA**

**IN THE MATTER OF:**

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**ESTABLISHMENT OF SPECIAL      \*  
ATTORNEY ADMISSION FUND      \***

**ORDER**

The Court, having recognized that non-appropriated funds can be utilized for the benefit of both the Bench and Bar in the administration of justice, finds that it is appropriate to assess an additional \$20.00 to the attorney admissions fee already required by the Judicial Conference of the United States Courts pursuant to 28 U.S.C. Section 1914.

NOW, THEREFORE, IT IS HEREBY ORDERED that an additional \$20.00 fee be assessed for attorney admission fees effective October 1, 1988. IT IS FURTHER ORDERED that the monies generated by this increase shall be deposited into an Attorney Admissions Fund to be managed in accordance with this Court's Plan for the Creation and Administration of a Special Attorney Admissions Fund.

DONE this 29th day of August, 1988.

\_\_\_\_\_  
/s/

WILLIAM B. HAND  
CHIEF U.S. DISTRICT JUDGE

\_\_\_\_\_  
/s/

ALEX T. HOWARD, JR.  
U.S. DISTRICT JUDGE

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/s/

VIRGIL PITTMAN  
SENIOR U.S. DISTRICT JUDGE

\_\_\_\_\_  
/s/

DANIEL H. THOMAS  
SENIOR U.S. DISTRICT JUDGE

**IN THE UNITED STATES DISTRICT COURT FOR THE  
SOUTHERN DISTRICT OF ALABAMA**

**IN THE MATTER OF:**

**DISBURSEMENT OF SPECIAL  
ATTORNEY ADMISSION FUND**

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**ORDER**

It appearing to this court that a need exists to purchase \_\_\_\_\_  
\_\_\_\_\_ from the Special  
Attorney Admission Fund, and,

Upon consideration, it is HEREBY ORDERED that John V. O'Brien, Custodian of the Special  
Attorney Admission Fund, purchase the aforementioned item(s) and draft a check payable to the order  
of \_\_\_\_\_ in the amount of  
\_\_\_\_\_ from said fund.

DONE this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
**Chief United States District Judge**